STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #24**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
           Grants Coordination and School Support

DATE: June 7, 2005

SUBJECT: **CACFP Fiscal Year 2006 Security Access**

Security rights to the Child and Adult Care Food Program (CACFP) web-based reporting systems must be reviewed and updated on an annual basis. The CACFP Access Form has been revised to include security access authorization for both the Child Nutrition Application Program (CNAP) and the Claim for Reimbursement for centers and family day care homes. The security access form must be returned to us before you can begin your CNAP renewal.

Please read the CACFP Security Access Form carefully to determine who should be authorized to submit/certify the data for CNAP and/or Claim for Reimbursement. Designated officials may then assign other individuals lower-level access rights to these applications. The attached "MEIS-Application: Adding Lower-Level Access Rights" descriptions will assist you in determining how the access should be assigned.

Several people in your agency may be involved in certifying this information. A separate form must be completed, authorized, and submitted for each designated individual. When the forms are received in our office, we will check who currently has security rights to CNAP and the Claim for Reimbursement. If the designated individual is the same as last year, security rights will remain in place for the new fiscal year. Access rights will be removed for users who do not submit a security access form for CACFP FY 2006.

Please remember that if there is a change to the designated individual any time during the year, a new Security Access Form must be submitted for the replacement designee. The form is available on the MEIS home page: http://michigan.gov/meis.

Complete and return the Security Access Form by **June 30, 2005.** Send questions to MDE-CNAP-CACFP@michigan.gov or call (517) 373-7391.

Attachments

CACFP Security Access Form – Annual Renewal
MEIS Applications: Adding Lower Level Access Rights

If you have any questions regarding this memo, please call our office at (517) 373-7391.

Please keep this memo on file or in a notebook for quick and easy reference.

Child and Adult Care Food Program Security Access Form
Annual Renewal
Due Date: June 30, 2005

This form is required for each person requesting Level 3 "Enter/Certify" security access rights to any of the following Michigan Education Information System (MEIS) applications:

- **CNAP -** Child Nutrition Application Program **-** New Application/Renewal
- **Claim for Reimbursement -** SM-4213-C **-** Center Claim Form
- **FDCH Claim** - Family Day Care Home Sponsor Claim Form

Each different or additional designee must complete and submit a separate copy of this form. A new form must be submitted for a replacement designee whenever an individual is no longer authorized. Each designated individual with Level 3 "Enter/Certify" security access rights has the authority to grant Level 1 "Read Only" or Level 2 "Enter/Edit" rights to other individuals within their organization.

Institution Name	CACFP Agreement Number

1. Designated Individual   (Cannot be an employee of a Food Service Management Company)
I agree that the user identification and password assigned to me is for my authorized use only, may not be shared, and all activity under my user ID is my responsibility. I further understand that by reporting CACFP data via the Internet, I am certifying that all information is true and correct, that records are available to support the data, and that it is in accordance with the terms of the existing Application-Agreement.

		* A __ __ __ __ __ __ __
Signature	Date	MEIS Account Number
Print Name	Title	Telephone Number

* If you have already established an MEIS account, enter the existing account number above. DO NOT CREATE ANOTHER ONE.
* If you do NOT have an MEIS account number, go to: http://michigan.gov/meis and click on the MEIS logo box at the top of the screen. Click on "Create an MEIS Account" and follow instructions.

vCheck below if you are a:

 _____ **Replacement Designee** _____
Print name of replaced designee to be removed from security access

2. Level 3 "Enter/Certify" Security Access Rights
vCheck the MEIS Application(s) and corresponding authority for the above named Designated Individual:

MEIS Application: **Authority:**

 _____ **CNAP Center Sponsor. . . . .** Enter/Certify CACFP application information for centers

 _____ **CNAP Family Day Care Home Sponsor. .** Enter/Certify CACFP application information for FDCH

 _____ **SM-4213-C Claim. . . . .** Enter/Certify CACFP center claim reimbursement data

 _____ **FDCH Claim. . . . .** Enter/Certify CACFP Family Day Care Home Sponsor claim reimbursement data

3. Authorization by Institution Official or Owner
I attest that the above named individual has the authority indicated in Part 2.

Signature of Institution Official or Owner	Title
Print Name	Date

4. Mail or fax form to: Ruby Dixon, MI Department of Education, Grants Coordination and School Support,
P.O. Box 30008, Lansing, MI 48909
Fax: (517) 373-4022

MEIS Applications: Adding Lower Level Access Rights

If you decide within your organization to add people to view, print, enter or edit data for the claim form, status reports or application, lower levels of access can be created. The person with Level 3 (Enter/Certify) rights can grant Level 1 (Read Only) or Level 2 (Enter/Edit) rights to other individuals. Each of those individuals must have a MEIS account. Caution: only one MEIS account number per person is needed regardless of how many different applications they use on MEIS. If an account has been created, do not create another one. If an account has never been created, follow these steps:

- Go to http://michigan.gov/meis
- Click on the MEIS User Management System link (rectangular black box) in the middle of the screen.
- Click on "Create an MEIS Account" and follow instructions
- Print screen displaying MEIS Account number

CNAP (Child Nutrition Application Program)

To add Level 1 (Read Only) or Level 2 (Enter/Edit) access rights within your organization, the person with Level 3 (Enter/Certify) submission rights for the Child and Adult Care Food Program application on CNAP must complete the following steps:

- On the CNAP Home page, click "View/Edit" under the listing for your organization for the most current fiscal year.
- On the Main Menu, scroll down to Administrative Options and click on "Add Users".
- Scroll down to "Add Users to Application".
- Under the User column enter the MEIS Account number, specify the application security level, and if applicable, assign the new user as an application contact.
- Dates of activity are optional. If desired, specify starting and ending dates in the Date Active and Date Inactive columns for each new user.
- Click "Save" to retain all entries and changes.

Claim Form (SM-4213-C)

To add Level 1 (Read Only) or Level 2 (Enter/Edit) access rights within your organization, the person with Level 3 (Enter/Certify) rights for the Child and Adult Care Food Program claim form must complete the following steps:

- Go to http://www.michigan.gov/meis
- Click on CACFP Claim Form (SM-4213C)
- Enter the MEIS login and password on the "CACFP Reimbursement Claim Form" screen.
- Click on the "User Management" link on the top of the Main Menu.
- Click on "Add a New Account".
- Enter the MEIS Account number on the "Add Access" screen.
- Select the access level from the dropdown menu and click on "Proceed Verify".
- Verify the information on the next screen and click "Add FNS Access".
- The newly added user will appear on an "FNS Accounts" list (access can be removed at any time by clicking on the "Remove" link to the right of their name).

These users will then be able to access the application(s) on MEIS using the login and password assigned during the account creation process. They can view, print or enter data according to the access level granted by the certifier within your organization. Certification rights (Enter/Certify Level 3) can only be granted by the Security Administrator in the Grants Coordination and School Support office after a completed Security Access Form has been submitted.